



TOWN MANAGER

TOWN OF WARRENTON, VA





The Town of Warrenton is seeking an experienced professional to serve as Town Manager, the chief administrative officer responsible for directing programs and operations of the Town government. The Town is currently being served by an Interim Town Manager, an Executive Manager with Berkley Group who is not a candidate for this position.

This recruitment profile provides background information on the community, its government operations, and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of Town Manager.

Qualified candidates are encouraged to submit a cover letter and resume, with salary history and professional references, to Berkley Group via email at kimball.payne@bgllc.net. While the position is open until filled, review of candidates will begin April 10, 2026. Inquiries relating to the Town Manager position may be directed to:

Kimball Payne, Executive Manager

Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Email: kimball.payne@bgllc.net

Mobile: (434) 444-3662

COMMUNITY BACKGROUND & HISTORY

The Town of Warrenton, the largest town in, and the county seat of Fauquier County, is located in the Upper Piedmont region of Virginia at the foot of the Blue Ridge Mountains, about 45 miles southwest of Washington, D.C. The Town encompasses 4.7 square miles and has a population of 10,224. Settled in the late seventeenth century, the Town of Warrenton was formally incorporated in 1810. Since 1992, Warrenton has been considered part of the Washington-Baltimore Metropolitan Statistical Area. Warrenton is easily accessible via four U.S. primary routes – 17, 15, 29 and 211. These routes provide access to Interstates 66, 64, 95 and 81, which link Warrenton to major trade routes across the nation.

Although in close proximity to the nation’s capital, Warrenton is an oasis of small town charm with character, a sense of place, and residents who are passionate about their community. It is set within the larger Fauquier County, surrounded by rural open space, much of it protected from development by conservation easements. Warrenton serves as the center of commerce and business for the County. While well-represented by contemporary commercial enterprises along major transportation corridors, Warrenton’s center provides a special place for residents and visitors alike. Old Town is a well-preserved historic district that still provides a wide variety of unique shops and restaurants and hosts many community events. Warrenton’s neighborhoods are characterized by traditional housing on quiet tree-covered, pedestrian-friendly streets.

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. When selected as the county seat in 1760, on 71 acres of land donated by Richard Henry Lee, the settlement became known as Fauquier Courthouse. By 1790, the Town was sectioned into twelve lots on both sides of the Rappahannock Road, which became Main Street, and the first courthouse and a jail were built. Houses, storehouses, and churches followed. On January 5, 1810, Fauquier Courthouse became incorporated as the Town of Warrenton, named in honor of the Revolutionary War hero General Joseph Warren, who was killed at the Battle of Bunker Hill.

By the 1850’s, a railroad reached the Town which expanded its boundaries to encompass new housing, several churches, thriving mercantile establishments, a weekly newspaper, and two schools. For the next century, the Town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials, and professionals. Early on, it achieved a reputation for its salubrious climate and pleasant social life.

During the Civil War, the Town was near the scene of battles and skirmishes during which local churches and schools were used as hospitals, frequently occupied by federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the “Gray Ghost,” who later made his home in the Town and practiced law on Court Street. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William “Extra Billy” Smith, who was twice Governor of Virginia.

After the Civil War, Warrenton became a mecca for the equine industry, and the Town and County still host



nationally renowned hunts and races such as the Virginia Gold Cup. Warrenton was devastated by the Great Fire of 1909, when 26 structures were destroyed in the Old Town area. There was another, although less damaging, fire the following year. This led to a time of rebuilding and increased firefighting resources.

Today, the Town of Warrenton is a growing urban center on the edge of the Washington metropolitan area but located in a rural setting characterized by open space, wineries, and horse farms. Warrenton's setting within the region and in the natural setting have helped create its unique character. Its history is evident in its preserved historic structures and homes – many of which are in the Old Town local historic district. That historic center is framed by established residential neighborhoods and commercial corridors that support economic vitality.

THE LOCAL ECONOMY



The Northern Virginia region is highly competitive and influenced by changing economic forces. The region is home base for the federal government and related industries, and many residents commute to work further north. Warrenton has historically remained on the fringe but continues to build on its location as a gateway to Shenandoah National Park and wine and horse country, and its recreational opportunities. The Town's vision for the future strives to achieve a vibrant historic town with a strong sense of place, and a healthy community that is fiscally sound and provides a high level of services and public amenities for citizens and visitors to enjoy.

Warrenton continues to strive for inclusive and attainable housing for all ages, incomes, and needs and to preserve established residential neighborhoods, while supporting infill development and redevelopment. Housing is not often seen as an economic driver, but it serves as a balance in the overall quality of life for Warrenton by catering to the needs of a diverse community that includes young families, professionals early in their careers, essential workforce (e.g., teachers and police officers), and retirees.

The Town's boundaries expanded in 2025 to incorporate an additional 241 acres along the southern edge of town. The boundary line adjustment brought the Arrington development into town. Its plan includes 270 homes, 15 hotel units, and 25 acres of commercially zoned land. Warrenton Crossing, a housing development of 135 single-family homes, is currently under construction on the Town's eastern boundary. Other developments approved in Town within the past few years include Warrenton Village, which will feature 320 apartments, 34 two-over-two units, and 32 townhomes on the north side of town adjacent to an existing shopping center, and Warrenton Junction, a smaller development containing 47 townhomes. Cobb's Hill, consisting of



56 single-family detached homes, is proposed near the center of town.

With its strategic transportation location, the Town enjoys two major retail economic corridors with a series of shopping centers along the bypass and big box stores at the southern end. The shopping centers are focal points for revitalization, such as the Warrenton Village project. The goal is for mixed-use and multifamily development to transform aging commercial corridors into vibrant neighborhoods, with stable commercial enterprises, and to grow tax revenue.

In addition to the major retail developments, the Town has provisions for health care services in Fauquier Hospital, an independent non-profit hospital with a recently enhanced cancer treatment center. Fauquier Hospital continues to add services to meet demands, as do other local providers, demonstrating ongoing economic potential. This serves as an attractive feature for those looking to relocate to Warrenton.

The Old Town Historic District is a mainstay of the Town and serves as an economic driver when considering the small land footprint compared to economic output. The popular Farmers Market provides pedestrian traffic to local stores on the weekend. Weekend night-time street closures and monthly events held on Main Street also attract residents and visitors to the restaurants and stores in Old Town. Sidewalk café dining provides a vibrant option for restaurants located in the historic district.

Achieving consensus on an appropriate balance between growth and development and the preservation of Warrenton's unique sense of place has been a challenge. Some of the new housing developments have received community pushback and the granting of a special use permit for an Amazon data center in the northern end of the Town in February of 2023 remains controversial.



DEMOGRAPHICS

Warrenton's population of 10,224 is approximately 72.3% white, 9.9% African American, 9.7% Hispanic and 2.7% Asian. The median household income is \$83,331 (2024) and the poverty rate is 9.7%. The median value of owner-occupied housing is \$478,300 (2024). Fauquier County has a population, including Town residents, of approximately 75,900.



TOWN GOVERNMENT & SERVICES

The Town of Warrenton is organized under a Council-Manager form of government. The Town Council is comprised of a Mayor, one (1) member from each of the Town's five (5) Wards, and two (2) at-large members. Council members serve four-year staggered terms, with the Mayor and the two at-large members elected in one election and the five members representing wards elected in the subsequent election two years later. The Town Council is the legislative policy making body for the Town government. The Mayor is recognized as the head of the Town government for ceremonial and certain statutory purposes, presides at Council meetings, and does not vote, except in the case of a tie.

The Town Council appoints a Town Manager, who serves at the pleasure of Council and is charged with managing the day-to-day operations of the Town. Also appointed by Council is the position of Town Attorney. The Manager is responsible for hiring and supervising the Town Clerk.

The Town of Warrenton provides an array of municipal services complementing the more broadly delivered services, such as public education, libraries, fire and rescue services, courts, waste disposal, and social services, provided by Fauquier County. Town services include law enforcement, refuse collection and recycling, street and sidewalk maintenance, planning and zoning, public water and wastewater services, stormwater management, and parks and recreation facilities. In addition, the Town contributes to cultural events and recreational activities and supports various health and welfare programs.

Warrenton has nearly 170 employees, with a Fiscal Year 2026 budget of approximately \$52.3 million, including a General Fund of \$24.6 million. An additional \$3.2 million is programmed for capital improvements and \$2.8 million is programmed for general asset replacement. The Water and Sewer Fund, an enterprise fund, has an annual budget of \$10.6 million and \$17.5 million in capital improvements. The Stormwater Management Fund, funded by a stormwater fee collected twice annually, totals \$1.3 million. In Fiscal Year 2026, the real estate tax rate is \$0.055 per \$100 of assessed value, and the personal property tax rate is \$1.00 per \$100 of assessed value. Those two general property taxes account for 8.2% of General Fund Revenue. Other major revenue sources include meals tax, business license tax, and the Town's share of local sales tax. Those local taxes, with six others, account for 47.25% of General Fund Revenue. Town debt is manageable, and the unassigned fund balance equals 50% of General Fund expenditures.

MISSION STATEMENT

In cooperation with and for our citizens the Mayor, Town Council and the staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment, and accessibility of all.



THE POSITION

The Town Manager is the chief executive officer of the Town and is responsible to the Council for the proper administration of the Town government. The Town Manager oversees the day-to-day operations of the Town government, appoints and supervises employees, prepares for Council approval and implements the annual budget, executes all contracts on behalf of the Town, serves as the Town Purchasing Agent and Director of Emergency Management, implements policies and addresses priorities adopted by the Council. The manager is also responsible for ensuring that all laws, ordinances, resolutions, and bylaws of the Council are faithfully enforced. In addition, the Town Manager represents Warrenton to federal and state agencies and on various local and regional boards.



VISION & VALUE STATEMENT

To achieve our mission, we strive to provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively. We recognize our Mission can be achieved only by the exchange of information and that through teamwork we can maintain an environment in which we can maximize our potential.

ISSUES, CHALLENGES & OPPORTUNITIES

Within the context of the Town's mission and vision statements, the Town Council has identified the following issues as priorities over the next three to five years:

- Strengthening long-term budget stability and financial resiliency. The Town is challenged by limited revenue streams coincident with increasing operating and capital costs.
- Addressing delayed or deferred capital needs related to water and sewer infrastructure, transportation, and public facilities.
- The promotion of economic development to generate additional tax revenues and provide employment. Reaching consensus on what sort of economic development projects are appropriate for the Town has been a challenge.
- The provision of more affordable housing opportunities in the Town, a subject which has given rise to questions about location, style, and density.



In addition to Council's priorities, the new Town Manager can be expected to engage with the following issues, challenges, opportunities, and projects:

- Providing stability for a dedicated Town workforce that has experienced multiple managers over the last 10 years; serving as a buffer between the Town Council and employees consistent with the principles of the Council-Manager form of government; empowering, supporting, and defending department heads.
- Proposing the appropriate organizational structure, staffing, and financial resources to maintain the quality of service delivery in the face of increasing costs, population growth, and high expectations of citizens.
- Helping the Town Council, and the community, address the desire to be a dynamic center of housing, commerce, government, and services in a growing community while maintaining community character and protecting historic resources. A review and possible revision of the Town's 2021 comprehensive plan will provide an opportunity for a community discussion of its values, goals, and priorities related to growth and development.
- Significant projects for which the new Town Manager will have oversight responsibilities include improvements to the Town's wastewater treatment plant; an update of the Town Zoning Ordinance, and, in coordination with the Virginia Department of Transportation, road improvement, pedestrian safety and traffic calming projects. Developing an approach and financial planning for important facilities improvements projects is also a priority.



QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- A master's degree in public administration, urban affairs, business management, planning, or a related field; experience equivalent to a master's degree may be considered.
- Extensive knowledge of the principles and practices of public administration and local government administration; broad knowledge of the federal, state, and local statutes, ordinances, and regulations guiding municipal government operations.
- Familiarity with and an advocate for the principles of the "Strong Towns" approach to growth, development, and prosperity.
- Knowledgeable of and supportive of the principles of the Council-Manager form of government and respectful of the different and complementary roles of the Town Council and the Town Manager.
- Five to ten years of local government experience culminating in demonstrated leadership at a senior executive/administrator level (manager, deputy or assistant, or department head) in an organization with comparable responsibilities. Possessing a broad skill set appropriate to the breadth of town government operations; experience in public works and local government financial management is highly desirable. Local government experience in Virginia as a manager, deputy or assistant is desirable.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA); designation or progress toward designation as ICMA Credentialed Manager would be a plus.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PERSONALITY TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, open, and personable interactions with Town Council, Town employees, and community members.
- Professionally competent, with confidence tempered by humility.
- A sound decision maker, open to input from stakeholders, exhibiting sound judgment, and decisive when appropriate.
- Tactically agile and adaptable in pursuit of a strategic vision; solution-oriented; a problem solver.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views.
- Strong participative leadership skills within the government organization, the community, and the region; visionary, proactive, and decisive; able to integrate new ideas and facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Not easily intimidated; able to diffuse tense situations and seek common ground when different perspectives create friction.
- Approachable and empathetic, with a customer service mindset.
- A servant leader, role model, coach, and mentor for Town employees; dedicated to the professional development of staff; able to empower and support employees with a focus on performance, collaboration, and accountability.
- A promoter of teamwork and collaboration among Town departments, with Fauquier County, and across the region.



PERFORMANCE EXPECTATIONS

- Short-term, immediate actions will be to engage with staff and Town Council, review Town policies and procedures, become knowledgeable of Town finances, and get up to speed on active projects.
- Be responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- Demonstrate a commitment to open and transparent government; promote a positive and interactive relationship with Town citizens and stakeholders; encourage inclusive citizen engagement.
- Practice effective communications with all stakeholders; present information in a form understandable to various audiences; provide strong, consistent, and equal communications with the Town Council.
- Focus on promoting interdepartmental communication, cooperation, and collaboration in the Town organization.
- Advocate for fair and equitable investment in and support of Town employees and departments with a priority of enhancing competency and accountability through individual development and improved business processes. Do not be a micromanager; rather, empower and entrust employees to fulfill their responsibilities.
- Become an active and visible resident of the Town, participating in community activities and building relationships with citizens, business owners, and other stakeholders.





COMPENSATION & BENEFITS

Compensation for the Town Manager will be competitive, depending on qualifications and experience, within a salary range of \$185,000-250,000. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance, annual and sick leave, professional membership and development support, and other benefits as provided for all Town employees or identified in a negotiated employment agreement. .

APPLICATION PROCESS

A formal review of applications will begin on April 10, 2026, and those candidates whose qualifications and experience most closely match those outlined in this profile will be contacted for initial virtual interviews. Applications received after that date may be considered until the position is filled; however, timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter, resume, salary expectations, and professional references to Berkley Group, via email at kimball.payne@bgllc.net. Questions may be directed to:

Kimball Payne, Executive Manager
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For Additional Information Visit: <https://www.warrentonva.gov/>

The Town of Warrenton is an Equal Opportunity Employer